

How-to complete the
PLA Redesign Template & School Signature Page


NOTE: ALL REDESIGN PLANS AND SIGNATURE PAGES ARE DUE NO LATER THAN 5:00PM ON NOVEMBER 28, 2011

Obtaining the documents

- To obtain a copy of the PLA Redesign Template, please visit the following link:
 - www.michigan.gov/mde
 - Look under the State Reform button, in the “2011 Reform Redesign Plans” box
- To obtain a copy of the School Signature Page, please visit the following link:
 - www.michigan.gov/mde
 - Look under the State Reform button, in the “2011 Reform Redesign Plans” box

Modifying the PLA Redesign Template

- *School information section*
 - Insert the District Name, School Name, School Building Address, and School Building code in the corresponding boxes.

 REDESIGN PLAN TEMPLATE	
SCHOOL INFORMATION	
District:	<input type="text" value="Demo District"/>
School Name:	<input type="text" value="Demo School"/>
Address:	<input type="text" value="123 Demo Ave. Lansing MI, 48912"/>
School Code:	<input type="text" value="99999"/>

- *Reform Model Selection*
 - Check the appropriate box indicating the reform model selected for the aforementioned building. **ONLY SELECT ONE BOX.**

REFORM MODEL SELECTED: PLEASE READ EACH MODEL DESCRIPTOR AND THEN SELECT ONE.	
<input type="checkbox"/>	Transformation – The Transformation Model addresses four specific areas: 1) developing teacher and school leader effectiveness, which includes replacing the principal who led the school prior to commencement of the transformational model; 2) implementing comprehensive instructional reform strategies; 3) extending learning and teacher planning time and creating community-oriented schools; and 4) providing operating flexibility and sustained support.
<input checked="" type="checkbox"/>	Turnaround – The Turnaround Model includes among other actions; replacing the principal and at least 50 percent of the school's staff, adopting a new governance structure and implementing a new or revised instructional program.
<input type="checkbox"/>	Restart – The Restart Model closes the school and reopens it under the management of a charter school operator; a charter management organization; or an educational management organization selected through a rigorous review process. A restart school would be required to enroll, within the grades it serves, any former student who wishes to attend.
<input type="checkbox"/>	Closure – The Closure Model would close the low-achieving school and enroll the students who attended that school in other high-achieving schools in the district.

○ *First Time Submissions*

-DIRECTIONS-	
FIRST TIME SUBMISSIONS: If you are submitting a reform/redesign plan for the <u>first time</u> please complete page 2 and then proceed to the following pages to complete your plan:	
Transformation Model:	Your plan will start on page 4
Turnaround Model:	Your plan will start on page 6
Restart Model:	Your plan will start on page 8
Closure Model:	Your plan will start on page 11

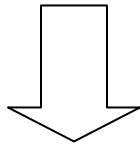
○ *Revision Section*

- If this is your first submission, skip this section.
- If you are submitting revisions, indicate whether it's the first or the second revision.

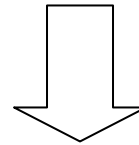
REVISIONS ONLY: If you are submitting revisions, please place an X indicating whether it is the first or second revision:
REVISION: <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2
All revisions must be submitted in a different, BOLD font, and clearly identified in the table of contents. <u>Only submit the section(s) you want to revise.</u>

○ *Finding the redesign model you have chosen*

- Refer to page 2 for the table of contents. Identify the appropriate page(s) and proceed.



CONTINUED ON PAGE 3



-TABLE OF CONTENTS-

A. TRANSFORMATION MODEL COMPONENTS

- DEVELOP SCHOOL LEADERSHIP AND TEACHER EFFECTIVENESS Page 03
- COMPREHENSIVE INSTRUCTIONAL REFORM STRATEGIES Page
- INCREASED LEARNING TIME AND COMMUNITY ORIENTED SCHOOLS Page
- PROVIDING OPERATIONAL FLEXIBILITY AND SUSTAINED SUPPORT Page

B. TURNAROUND MODEL COMPONENTS

- DEVELOP INCREASE SCHOOL LEADERSHIP AND TEACHER EFFECTIVENESS Page 05
- COMPREHENSIVE INSTRUCTIONAL REFORM STRATEGIES Page
- PROVIDING OPERATIONAL FLEXIBILITY AND SUSTAINED SUPPORT Page

C. RESTART MODEL COMPONENTS

- DISTRICT LEVEL PRE WORK NARRATIVE Page 07
- COMMUNITY ASSESSMENT Page
- STUDENT POPULATION Page
- EDUCATIONAL PROGRAM Page
- STUDENT RECRUITMENT AND COMMUNITY INVOLVEMENT Page

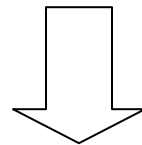
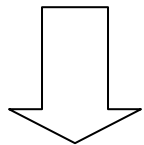
D. SCHOOL CLOSURE

- ESTABLISH POLICY Page 10
- PROCEDURES AND DECISION CRITERIA Page
- OPERATE TRANSPARENTLY Page
- ORDERLY TRANSITION OF STUDENTS AND STAFF Page

E. APPENDIX

- Appendix A: LEADER AND TEACHER EVALUATION Page
- Appendix B: PROFESSIONAL DEVELOPMENT CALENDAR Page
- Appendix C: EXECUTED ADDENDUM THAT SUPPORTS IMPLEMENTATION
OF THE SCHOOL REFORM MODEL Page

CONTINUED ON PAGE 4



- *Completing the narrative for your selected redesign model*
 - Complete each question in the section. Be advised – there are character limits for each question. You will not be able to exceed the maximum number of characters for a given question. Character limitations are provided at the end of each question.

THE TRANSFORMATION MODEL STARTS HERE:

Descriptor: The **Transformation Model** addresses four specific areas: 1) developing teacher and school leader effectiveness, which includes replacing the principal who led the school prior to commencement of the transformational model; 2) implementing comprehensive instructional reform strategies; 3) extending learning and teacher planning time and creating community-oriented schools; and 4) providing operating flexibility and sustained support.

Directions: The following items are required elements of the **Transformation Model**. Write a concise, cohesive and comprehensive description after each requirement describing how the requirement will be implemented in the school. Each description should also identify who is responsible for implementation and when implementation will take place.

I. TRANSFORMATION MODEL COMPONENTS

PART A: DEVELOP/INCREASE SCHOOL LEADERSHIP AND TEACHER EFFECTIVENESS

1. Describe how the building principal was replaced or how the existing principal meets the 2 year rule. Please include the leader's name and discuss how the leader meets the criteria for a turnaround principal. (Maximum 2500 characters)
[REDACTED]

2. Detail the collaborative (teacher and principal) process used to create a teacher and leadership evaluation plan and explain how the evaluation includes student growth as a significant factor. (Maximum 1250 characters)
[REDACTED]

Please attach a copy of the Evaluation Tool in Appendix A of this template.

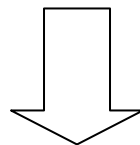
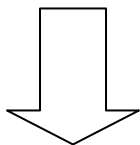
3. Specify how the school will identify and reward school leaders, teachers, and other staff members who have increased student achievement. Additionally, describe how the school will remove leaders and staff members who have been given multiple opportunities to improve professional practice and have not increased student achievement outcomes. (Maximum 3750 characters)
[REDACTED]

4. Describe plans and timelines for ongoing, high quality; job embedded professional development (subject specific pedagogy, differentiated instruction or a deeper understanding of the community served). Show how professional development is aligned and designed to ensure that staff can facilitate effective teaching and learning and have the capacity to successfully implement the school reform strategies. (Maximum 6250 characters)
[REDACTED]

Please attach a copy of the Professional Development calendar into Appendix B

5. Detail how the school will implement strategies such as, increased opportunities for promotion and career growth, and/or flexible working conditions designed to recruit and retain staff to meet the needs of students in a transformational school. (Maximum 3750 characters)
[REDACTED]

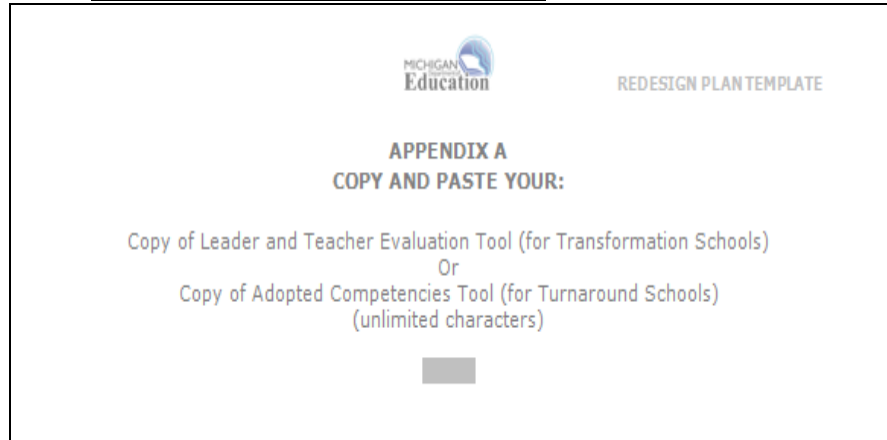
CONTINUED ON PAGE 5



○ *Inserting Appendices*

▪ Appendix A

- No character limit
- Insert the requested information (required information will vary depending on redesign plan selected).
- NOTE: **Only text can be inserted in this field.**

A rectangular box representing the Appendix A template. At the top left is the Michigan Department of Education logo. At the top right is the text "REDESIGN PLAN TEMPLATE". In the center, it says "APPENDIX A" and "COPY AND PASTE YOUR:". Below this, it lists two options: "Copy of Leader and Teacher Evaluation Tool (for Transformation Schools)" and "Or Copy of Adopted Competencies Tool (for Turnaround Schools) (unlimited characters)". At the bottom center is a gray rectangular placeholder.

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Department of
Education

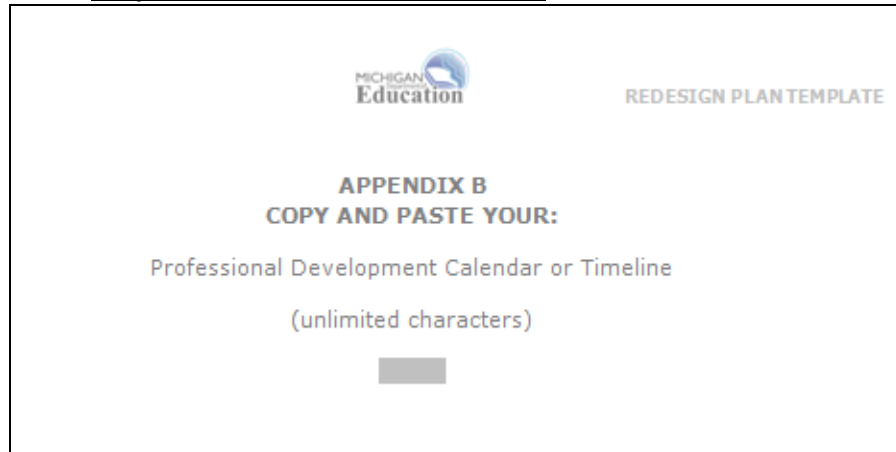
REDESIGN PLAN TEMPLATE

APPENDIX A
COPY AND PASTE YOUR:

Copy of Leader and Teacher Evaluation Tool (for Transformation Schools)
Or
Copy of Adopted Competencies Tool (for Turnaround Schools)
(unlimited characters)

▪ Appendix B

- No character limit
- Insert the requested information (required information will vary depending on redesign plan selected).
- NOTE: **Only text can be inserted in this field.**

A rectangular box representing the Appendix B template. At the top left is the Michigan Department of Education logo. At the top right is the text "REDESIGN PLAN TEMPLATE". In the center, it says "APPENDIX B" and "COPY AND PASTE YOUR:". Below this, it says "Professional Development Calendar or Timeline (unlimited characters)". At the bottom center is a gray rectangular placeholder.

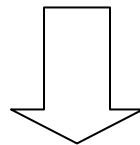
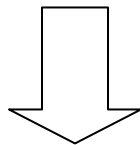
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Education

REDESIGN PLAN TEMPLATE


APPENDIX B
COPY AND PASTE YOUR:

Professional Development Calendar or Timeline
(unlimited characters)

CONTINUED ON PAGE 6




- Appendix C
 - Maximum 6250 character limit
 - Insert the requested information (required information will vary depending on redesign plan selected).
 - NOTE: **Only text can be inserted in this field.**


REDESIGN PLAN TEMPLATE

APPENDIX C
COPY AND PASTE YOUR:

 Daily School Schedule, Sample Student Schedule and Teacher Collaboration Schedule
 Or
 Executed Addendum to Support the Implementation of the Reform Model

 (Maximum 6250 characters)

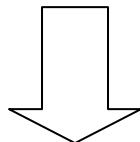


- **Saving the PLA Redesign Template**
 - *Please use the following naming convention when saving the file...*
 - [District Name] – [School Name] – Redesign Plan – [Today's Date]
 - Ex. If you are submitting a plan for Flanagan Elementary, in Vaughn School District, on November 28, 2011, your file name should read...
 - **Vaughn School District – Flanagan Elementary – Redesign Plan – 11-28-2011**
- **Submitting the PLA Redesign Template**
 - *All completed redesign plans must be submitted via EMAIL to:*
 - MDE-SROplans@michigan.gov
 - *For additional help, please contact the State Reform Office at 517-335-2741.*

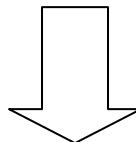
ALL COMPLETED REDESIGN PLANS MUST BE SUBMITTED ELECTRONICALLY TO:

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For additional help, please contact the State Reform Office at 517-335-2741.

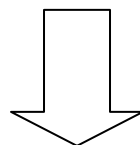


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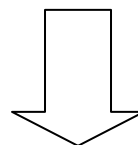


- **Completing the School Signature Page**
 - o *Fill in all information in appropriate boxes*

<p style="text-align: center;">SCHOOL INFORMATION</p> <p>District: <input style="width: 50px;" type="text"/></p> <p>School Name: <input style="width: 100px;" type="text"/></p> <p>Address: <input style="width: 100px;" type="text"/></p> <p>School Code: <input style="width: 50px;" type="text"/></p>	<p style="text-align: center;">CONTACT PERSON FOR REDESIGN PLAN</p> <p>Name: <input style="width: 50px;" type="text"/></p> <p>Position and Office: <input style="width: 100px;" type="text"/></p> <p>Telephone: <input style="width: 50px;" type="text"/></p> <p>Fax: <input style="width: 50px;" type="text"/></p> <p>Email: <input style="width: 50px;" type="text"/></p>
<p>LEA SCHOOL SUPERINTENDENT/DIRECTOR</p> <p>Printed Name: <input style="width: 100px;" type="text"/></p> <p>Signature: X _____</p> <p>Date: <input style="width: 50px;" type="text"/></p>	<p>Telephone: <input style="width: 50px;" type="text"/></p> <p>Fax: <input style="width: 50px;" type="text"/></p> <p>Email: <input style="width: 50px;" type="text"/></p>
<p>LEA SCHOOL PRINCIPAL/DIRECTOR</p> <p>Printed Name: <input style="width: 100px;" type="text"/></p> <p>Signature: X _____</p> <p>Date: <input style="width: 50px;" type="text"/></p>	<p>Telephone: <input style="width: 50px;" type="text"/></p> <p>Fax: <input style="width: 50px;" type="text"/></p> <p>Email: <input style="width: 50px;" type="text"/></p>
<p style="text-align: center;">LEA SCHOOL BOARD PRESIDENT</p> <p>Signature: X _____ Date: <input style="width: 50px;" type="text"/></p>	
<p style="text-align: center;">LOCAL TEACHER BARGAINING UNIT</p> <p>Signature: X _____ Date: <input style="width: 50px;" type="text"/></p>	
<p>The Local Educational Agency (LEA) agrees to comply with all applicable requirements of all state statutes, federal laws, executive orders, regulations, policies and conditions governing this program. The LEA understands and agrees that if it materially fails to comply with the terms and conditions of the redesign plan, fails to make satisfactory progress or does not have an approved plan, the Michigan Department of Education/State School Reform/Redesign Officer may issue an order placing the LEA into the State School Reform/Redesign School District, imposing for the LEA one of four intervention models, and an addendum to applicable collective bargaining agreements in effect for the school as necessary to implement the school intervention model.</p>	



CONTINUED ON PAGE 8



○ *Obtaining Signatures*

- After all information has been entered.
- Print the document.
- Have appropriate parties sign in their corresponding sections.
- Scan the signed document

SCHOOL INFORMATION		CONTACT PERSON FOR REDESIGN PLAN	
District:	Demo District	Name:	John Doe
School Name:	Demo School	Position and Office:	Principal
Address:	123 Demo Drive, Lansing MI 48912	Telephone:	517-555-5555
School Code:	99999	Fax:	517-555-5555
		Email:	MDE-SROplans@michigan.gov
LEA SCHOOL SUPERINTENDENT/DIRECTOR		Telephone:	517-555-5555
Printed Name: Jane Doe		Fax:	517-555-5555
Signature: X <u>Jane Doe</u>		Email:	MDE-SROplans@michigan.gov
Date: 9-28-2011			
LEA SCHOOL PRINCIPAL/DIRECTOR		Telephone:	517-555-5555
Printed Name: John Doe		Fax:	517-555-5555
Signature: X <u>John Doe</u>		Email:	MDE-SROplans@michigan.gov
Date: 9-28-2011			
LEA SCHOOL BOARD PRESIDENT			
Signature: X <u>Jane Doe</u>		Date: 9-28-2011	
LOCAL TEACHER BARGAINING UNIT			
Signature: X <u>John Doe</u>		Date: 9-28-2011	
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○ *Submitting the School Signature Page*

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